



ADHS/DBHS Guidelines to RBHAs and Providers for Supported Housing Services

For State Fiscal Year 2011 (July 1, 2010 - June 30, 2011), the Arizona State Legislature appropriated \$5,324,800 in State General Funds to the Arizona Department of Health Services/Division of Behavioral Health Services' (ADHS/DBHS) for Supported Housing. This document contains ADHS/DBHS' guidelines to the Regional Behavioral Health Authorities (RBHAs) and their subcontracted providers to administer the Supported Housing benefit hereinafter referred to as Supported Housing - General Fund. These guidelines are intended to apply only to supported housing services paid for with the Supported Housing—General Fund¹, and allow each Regional Behavioral Health Authority (RBHA) the flexibility to meet the unique needs of its geographic areas and to set priorities.

Definition of Supported Housing

Housing, paired with support services, designed to assist individuals in maintaining residential stability and achieving self-sufficiency. Supported housing may include, but is not limited to, rent subsidy, purchases of properties, move-in kits, assistance with deposits, utility payments, and eviction-prevention efforts.

Population Served

1. The RBHAs shall use the Supported Housing – General Fund to prioritize serving individuals with a Serious Mental Illness (SMI) who are Title XIX enrolled.
2. Beginning May 3, 2010, the RBHAs shall not use the Supported Housing – General Fund to provide supported housing services to new Non-Title XIX SMI members who were not already residing in State funded housing prior to May 3, 2010.
3. The RBHAs may continue to use the Supported Housing – General Fund for Non-Title XIX SMI members who were receiving supported housing services before May 3, 2010.

Administration of Supported Housing - General Fund

1. The RBHAs shall not evict individuals on the basis of Non-Title XIX enrollment status.
2. The RBHAs shall immediately begin to transition Non-Title XIX SMI members from Supported Housing - General Fund services to alternative housing or housing funded by other sources.
3. The RBHAs shall not fix an arbitrary date for termination of Supported Housing - General Fund services to Non-Title XIX SMI members.
4. The RBHAs shall maintain Supported Housing - General Fund services for Non-Title XIX SMI members until the member has transitioned to alternative housing. Alternative housing must be safe, stable, and consistent with the member's recovery goals in the least restrictive environment. Shelters, hotels, and similar temporary living arrangements are not considered alternative housing.
5. The RBHAs shall not actively refer or place individuals in Supervisory Care Homes or unlicensed board and care facilities.
6. The RBHAs shall actively communicate with both Title XIX and Non-Title XIX members regarding the status of their housing. Formal written communication must be provided (and pre-approved by ADHS/DBHS) to all affected Non-Title XIX members.

¹ These guidelines apply *only* to the Supported Housing—General Fund and not to other housing funds, for example: federal funds, Arizona Department of Housing funds, or funds obtained through an intergovernmental agreement or other agreement.

Call us at 602-364-4558, toll-free at 1-800-867-5808, or email us at dbhsinfo@azdhs.gov

Residential Treatment Facility Room and Board Charges

1. The RBHAs shall not use the Supported Housing - General Fund for residential treatment facility room and board charges.
2. The RBHAs shall allow residential treatment facilities to establish policies which require that members earning income contribute to the cost of room and board. Residential treatment facilities shall determine the member's room and board amount and inform the member and the alternative residential setting of the amount to be collected from the member.

Move-in Assistance, Eviction Prevention

1. The RBHAs shall provide move-in assistance and eviction prevention services to those members in permanent housing only.
2. The RBHAs shall prioritize assistance with deposits and payment for utilities over move-in kits/furnishings/etc.
3. The RBHAs shall seek donations for necessary move-in/home furnishing items whenever possible.
4. The RBHAs shall not use the Supported Housing - General Fund or other funding received from ADHS/DBHS (including block grant funds) to purchase furniture.

Other Expectations

1. Beginning July 1, 2010, the RBHAs may charge up to, but not greater than, 40% of a tenant's income towards rent. If a rent payment is increased, the RBHA must provide the tenant with a 30 day notice at time of the tenant's annual recertification.
2. The RBHAs shall not use the Supported Housing - General Fund to pay for telephones or telephone usage fees. The RBHAs shall utilize, whenever possible, alternate low cost telephone resources, such as: Community Voicemail (www.cvm.org) and the Qwest Telephone Assistance Plan (www.qwest.com/TAP/).

Grievances and Appeals

1. Grievances will be permitted unless the grievance relates to a violation of the right to receive, or a right related to, services, supports and/or treatment that are not covered under the benefit.
2. A non-Title XIX person with a SMI can appeal decisions related to SMI eligibility determinations or actions and decisions related to services that are covered under the benefit.
3. A non-Title XIX person with a SMI cannot appeal denials and terminations of services that are not covered under the benefit.
4. ADHS/DBHS shall not accept new referrals for special assistance for Non-Title XIX SMI persons beginning July 1, 2010.